



4.10 Responsibilities and Performance Requirements for Operating Committee Members

Purpose: This policy provides the responsibilities and performance requirements of MRS operating committees, including subgroups defined by the operating committee charter (subcommittees, working groups, staging groups, etc.)

Applies to: Volunteers

PURPOSE

This document defines the participation and performance responsibilities of members of the MRS operating committees, the standing volunteer committees of the Society. In brief, members of the committees are expected to actively participate in all activities of the committee, principally conference calls, email correspondence, and face-to-face meetings at the annual meetings.

MRS appreciates all the time and effort devoted to the Society by those people who volunteer for service to these operating committees. While it is recognized that committee service is entirely voluntary and that personal and professional commitments can arise unexpectedly, the purpose of these guidelines is to provide information for prospective volunteers for committee service and to set nominal expectations for member involvement in operating committee activities. It is also understood that the time available for MRS volunteer activities will vary widely for the individuals and specific committees. This document provides basic guidelines for such volunteer efforts.

Background

MRS has a responsibility to select individuals who are committed to providing their expertise and time to the Society through service on operating committees, which collectively deal with all aspects of MRS's activities. Active participation is expected of all members of each operating committee to fulfill the Society's needs for a broad range of perspectives and knowledge to support the mission and membership of MRS.

The operating committees include, but are not restricted to, Awards, Career Advancement, Government Affairs, Meetings, Publications, and Society Agility Council committees. The overall responsibilities of each of the operating committees are outlined in the committee charters.

Responsibilities of each committee member

MRS operating committee member responsibilities are outlined below.

- Participate regularly in email discussions, phone conferences, and voting, providing valued input on the issues to be discussed to ensure that all viewpoints are incorporated into decisions. When unable to participate, the courtesy of prior notification to the committee chair or HQ member is requested.
- Prepare for discussions by reviewing background documentation, seeking clarification or providing input as appropriate.
- Actively participate in the discussion and decision making process; regularly contribute skills, knowledge and ideas in a professional manner to accomplish the operating committee's duties.

- Meet deadlines for assigned duties. Request an extension if assigned activities cannot be completed by the agreed upon deadline.
- Attend face-to-face meetings scheduled for the committee

Each Operating Committee will have a designated chair who has the additional responsibilities outlined below. The primary responsibilities of the chair are outlined in the committee charter.

- Communicate anticipated approximate time commitment and schedule to new and prospective committee members.
- Provide HQ member with the names of members invited to serve on the Operating Committee.
- Ensure that the requirements specified in the committee charter are met.
- Ensure that the committee members perform assigned tasks by specified deadlines and respond in a timely manner to requests from the Board of Directors, the governing committees of the Board, or the HQ member.
- Identify a delegate or back-up, approved by the President, to assist or serve as acting chair in the event that the chair cannot perform his/her duties in an effective and timely manner, or to conduct calls/meetings when the chair is unavailable.
- Ensure that the back-up is sufficiently informed of pertinent matters so that he/she can best assist or perform the duties of the chair as needed.
- Maintain open lines of communication to the appropriate HQ member.

MINIMUM EXPECTATIONS

Operating committee members will be expected to participate in email voting and over 50% of other activities such as phone conferences and face-to-face meetings. Depending on the particular committee, there may be additional or alternative expectations for committee member activity. Participation below this level will result in an inquiry by the chair of the committee. Continued failure to participate at this minimum level will lead to the replacement of the committee member.

Deliverables: N/A; Review policy every three years or as needed

Who: Secretary

When: At least 8 weeks before the Board meeting at which amendments should be considered.

To: GovCom

Policy first adopted: 12/6/03

Last modified: May 2017 (Maintenance); April 2021; April 2024

Last reviewed: May 2017; April 2021; April 2024

Enacting Legislation: B:2003:54 and B:2005:21; B:2013:40 (Consent Agenda); B:2021:08 (Consent Agenda); B:2024:08 (S24 Consent Agenda)

Policy created by: _____

Party responsible for this policy: GovCom